



*American Embassy  
Chanakyapuri  
New Delhi-110021  
Phone No. 91-11-24198328  
Fax No. 91-11-24198278*

August 7, 2015

Dear Sir/Madam:

Subject: Request for Quotations number S-IN650-15-Q-0117

Enclosed is a Request for Quotations (RFQ) for providing annual Preventative Maintenance (PM) services for the Building Automation System(s) (BAS) installed at American Center, New Delhi, India. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to [newdelhibids@state.gov](mailto:newdelhibids@state.gov).

Your quotation must be submitted with the subject line "solicitation # S-IN650-15-Q-0117, annual Preventative Maintenance (PM) services for the Building Automation System(s) (BAS)" to the above mentioned e-mail address. *Please e-mail your quotations at [newdelhibids@state.gov](mailto:newdelhibids@state.gov) . Please do not use other e-mail address.*

**The deadline to accept quotations is 1700 hours local time, on August 20, 2015.**

Quotations received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range, if there is a need to do so.

Please do not submit the entire copy of this solicitation with your quotation. For a quotation to be considered, you must complete and submit the following:

1. The covering SF-1449 form (Blocks 12, 17, 24 and 30), Blocks 23 and 24 should list the total value of the quote;
2. Section 1, Block 23;
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

Quotations not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.

The Contracting Officer reserves the right to reject any and all quotations and to waive any informality for quotations received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to [vedij@state.gov](mailto:vedij@state.gov) during regular business hours. All requests for clarification must be submitted in writing via e-mail on or before August 12, 2015.

This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at [www.sam.gov](http://www.sam.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Kris Arvind', with a stylized flourish at the end.

Kris Arvind  
Contracting Officer